



Location:	Belton, TX
Salary Range:	\$36,742 per year (\$17.5967 per hour)
Exempt/Non-Exempt:	Non-Exempt
Employment Type:	Full Time
Department:	Communications Center

Emergency Communications Specialists perform specialized work associated with answering 9-1-1 emergency calls, non-emergency calls and dispatching appropriate emergency responders for Law Enforcement, Fire Department and/or EMS agencies in Bell County. As a member of the Public Safety team in Bell County this position serves as the link between emergency calls for help and the first responder teams. To be successful in this environment, candidates must enjoy working in a technology-heavy environment that demands excellence at every level. The work is fast-pace, challenging, time-sensitive, and provides the candidate with an opportunity to truly impact the lives of others.

Shift work is required which includes the ability to workdays, evenings, nights, weekends, and holidays.

ESSENTIAL DUTIES:

- Communicates effectively with the caller to obtain accurate and essential information to provide instruction and initiate a timely response to emergency calls.
- Communicates effectively to dispatch law enforcement, fire, and EMS using and monitoring multiple radio channels; relays information as it is received and enters updates into CAD.
- Retrieves and enter a variety of data into and from local, state, and national computerized databases including the TCIC/NCIC.
- Thinks clearly, responds quickly, and makes timely and appropriate decisions under emergent circumstances based on technical standards, criteria, policies, and direction.
- Communicates effectively with team leaders, co-workers, and other departments to notify them of critical incidents/situations, to coordinate response, exchange information, and resolve problems.
- Maintains calm and self-control even in stressful and time critical situations in order to continue operations.

EQUAL EMPLOYMENT OPPORTUNITY:

Candidates will be evaluated without discrimination for any non-merit reason such as race, color, religion, sex, sexual orientation, national origin, politics, marital status, physical handicap, age, veteran status, membership, or non-membership in an employee organization.

Visit [Emergency Communications Specialist - Shift 3:00pm to 11:00pm \(1500-2300\) - Belton, TX - Bell County Jobs \(applicantpool.com\)](#) or [Emergency Communications Specialist 11:00 p.m. - 7:00 a.m. - Belton, TX - Bell County Jobs \(applicantpool.com\)](#) to apply.